

GDPR Company Data Protection and Processing Policy

Terrapin Global Shipping Recruitment Understands its corporate responsibility in terms of the following European Legislation.

Data Protection Statement:

*Terrapin as a recruitment consultancy uses personal data for **permanent employment applications** only. We do not keep candidate or clients details on a database. Instead utilize a tracking tool, protected by a cloud system.*

At times, we use third party social media sites, such as LinkedIn and Xing, to target and communicate with clients and candidates. All data processed/stored (such as CV's, salary expectations, job profiles, notice period, references, certificates, exam grades etc) is exchanged with the candidates and client's permission.

All Personal data processed and stored through email, In-mails and telephone calls is periodically deleted after a vacancy is closed.

Compliance:- Personal privacy

Individuals have the right to:

- Access their personal data
- Correct errors in their personal data
- Erase their personal data
- Object to processing of their personal data
- Export personal data

Controls and notifications

Terrapin has to do the following:

- Protect personal data using appropriate security
- Notify authorities of personal data breaches
- Obtain appropriate consents for processing data
- Keep records detailing data processing

Transparent policies

Terrapin is required to:

- Provide clear notice of data collection
- Outline processing purposes and use cases
- Define data retention and deletion policies

IT and training

Organizations will need to:

- Train privacy personnel and employees
- Audit and update data policies
- Employ a Data Protection Officer (if required)

Create and manage compliant vendor contracts

Data Information Officer:

Ray Carr.

Email: Jobs@terrapi-globalshippingrecruitment.co.uk

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